

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY19-003 AGR-AIR

10 October 2018

POSITION: HR Specialist (Employee Benefits), AFSC 3F071, POSNR(s)
TBD, HQ HIANG, Hawaii Air National Guard.
(To establish a List of Eligible)

TYPE OF
APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – One Time
Occasional Tour (OTOT) – Three (3) year tour length.

LOCATION: Ft Ruger, Diamond Head, Hawaii

CLOSING DATE: Continuous Recruitment Until Filled

RECRUITMENT AREA: Present enlisted member SrA (E-4) to MSgt (E-7) of the U.S.
Armed Forces Nationwide.
(See NOTES TO APPLICANTS)

SUMMARY OF DUTIES: These two positions are located in the Human Resources Office – Employee Benefits Section. Its paramount purpose is to provide personnel, manpower management, and administrative support service for federal full-time personnel programs. The office serves as The Adjutant General's single point of control for managing and administering the Hawaii Army National Guard and the Hawaii Air National Guard full-time personnel programs. Must meet the additional requirements as listed on page 2 of the JVA.

AFSC: 3F0X1. Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to civilian technician program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions.

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Additional requirements:

- Must have a minimum of 2 years HRO experience in employee benefits section, staffing, or classification pertaining to the Title 5 and military technician program.
- Provides technical guidance and procedural assistance to managers, supervisors, and employees in executing a variety of employee benefits programs, which may include workers' compensation, retirement, health and life benefits, Thrift Savings Program (TSP), etc.
- Knowledge of the organizational structures of the ARNG and ANG.
- Ability to communicate both orally and in writing sufficient to develop and present findings and determinations to management and employees to gain acceptance and understanding of findings and recommendations.
- Assists in administering the retirement programs for technicians desiring to retire under any of the retirement systems. Processes retirement actions, which are moderately complex, non-controversial, and/or recurring cases related to both the Federal Employees Retirement System and the Civil Services Retirement System.
- Provides technical guidance and assistance to management and employees on benefit programs such as Federal Employee Health Benefits, Federal Employees Group Life Insurance, Thrift Savings Program, Long Term Care Program, etc. Reviews, interprets, and distributes informative material on new, changed, and pending policy changes for employees that impact on existing benefit program entitlements.
- Composes letters or summaries relating to a variety of employee benefit matters. Recommend changes to operating policies and procedures.
- Develops, modifies, and conducts presentation of basic and/or refresher training in employee benefit procedures such as workers' compensation, retirement, TSP, etc.
- Performs other duties as assigned.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD) located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Applicants must possess AFSC 3F031.

Authorization for payment of PCS expenses will be granted only after determination is made that payment is in the best interest of the Hawaii National Guard.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE AGR APPLICATION PROCEDURES

<http://dod.hawaii.gov/hro/agr-resources/>